



Town of Danville

ADMINISTRATIVE SECRETARY Development & Transportation Services Engineering

DEFINITION

Provide secretarial support to Development Services Director/City Engineer, Senior Civil Engineer and Engineering Department staff. Provide support to other departmental staff when necessitated by vacations or similar absences in positions that support those other functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the City Engineer and/or Senior Civil Engineer.

ESSENTIAL JOB FUNCTIONS/DUTIES

Provide support service for supervisors and department staff; organize duties and determine priorities in order to meet assigned deadlines for multiple tasks; process Administrative Staff Reports including preparation and coordination with the City Clerk's requirements and deadlines; process Capital Improvement Project bid documents from bid opening to notice of completion; format and edit project specifications, proposals and contracts; process routine correspondence and memoranda; coordinate and facilitate reproduction of the yearly Capital Improvement Program Handbook; prepare staff meeting agendas; schedule meetings, appointments and trainings; track staff leave time; maintain electronic calendars; timesheet tracking in Excel for specific Development Services staff; prepare and maintain files for both Townwide filing system and electronic filing; prepare purchase requisitions utilizing MUNIS software; sort and distribute Development Services mail; co-manage Town Offices' general office supplies; oversee repair and maintenance of specific office equipment; work cooperatively with other departments, outside agencies and the public; receive visitors and incoming phone calls; independently respond to requests and inquiries; utilize independent judgment and initiative. Perform duties within OSHA standards.

OTHER JOB DUTIES

Work on special projects as needed. Act as departmental representative by serving on Town committees. Perform other duties as assigned. Perform duties required by the Town's Emergency Operations Plan and fulfill your role in the Emergency Operations Center (EOC) to which you are assigned during an EOC activation.

QUALIFICATIONS

Knowledge of:

Microsoft Office Suite® (Word, Excel, PowerPoint, Outlook, Access), Laserfiche, MUNIS, MetroScan and website posting.

Ability to:

Operate a variety of office equipment including computer, typewriter, fax, copier, and transcription equipment..

Organize and prioritize workload; exhibit flexibility in changing priorities when necessary; manage deadlines, and maintain confidentiality.

Communicate effectively in both oral and written forms, participate in ongoing training as required in order to sustain high level of performance.

Perform as an independent, self-starter including performing tasks with a minimum of instruction; work as a team member.

Establish and maintain effective, cooperative work relationships with Town employees, other agencies/organizations, and the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible clerical/secretarial work, including at least two year at the executive/administrative secretary level. Engineering secretarial experience desirable.

Education:

The equivalent of the successful completion of twelfth grade, supplemented with specialized classes in secretarial skills and office procedures.

License:

Possession of a valid California State Driver's License.

Updated: August, 2010